



Monthly Departmental Report

June 2014

Finance Department

Human Resources

Information Technology

Park & Recreation

Planning & Community Development

Police Department

Fire Department

Public Works

Other Agency Reports



Finance Department

Monthly Departmental Report

Through the Period Ended June 12, 2015

Activity	Status
Operations	
Successor Agency	On May 28, 2015, the Belmont Oversight Board adopted a resolution approving a revised Long Range Property Management Plan for outstanding government use property assets held by the Successor Agency in response to the Department of Finance's request for additional information to the Plan previously submitted. The action has been submitted to the Department of Finance for review and approval.
FY 2016 Budget	The FY 16 Budget was adopted by Council at their June 9 th meeting.
Economic Development	<p>The City's economic development consultant Keyser Marsten Associates (KMA) has developed options to maximize the inventory of Low-Moderate Income (LMI) property asset disposition/retention plan that will further the City's goals of affordable housing production and boost the City's downtown revitalization efforts. KMA is in the process of integrating their work to supplement the General Plan and Belmont Village Specific Plan efforts, as well as support the negotiations for the Firehouse Square target site.</p> <p>City Council has approved the Housing Element 2015-2023. Staff is working with 21 Elements on the Nexus Study and is planning for a study session once the consultant's work has progressed.</p>
Debt Management	The City Treasurer and staff met with the City's financial advisor to discuss SVCW's CIP and the resulting impacts to Belmont.
Risk Management	Staff has selected and engaged York Risk Services to assume third party administration of the City's new and legacy Worker's Compensation Claims, effective July 1, 2015. The City is also finalizing an agreement with CSAC Excess Insurance Authority for the claims administration of its legacy self-insured claims previously administered by JT2 Integrated Resources. As a member of the CSAC Primary Workers Compensation Program, the City has been offered CSAC's administration services of legacy self-insured claims at no cost.
Energy Efficiency Project	<p>Comfort International continues work on the Library and the schedule is on track. Cal West, the LED streetlight contractor, has completed 1000+ LED streetlight replacements.</p> <p>PG&E has submitted the On-Bill Financing application, and staff expects finalization within the next week.</p>

Reporting

Treasurer's Report	May report completed.
Monthly Budget Variance	May report completed.

Human Resources Department Monthly Report May 2015



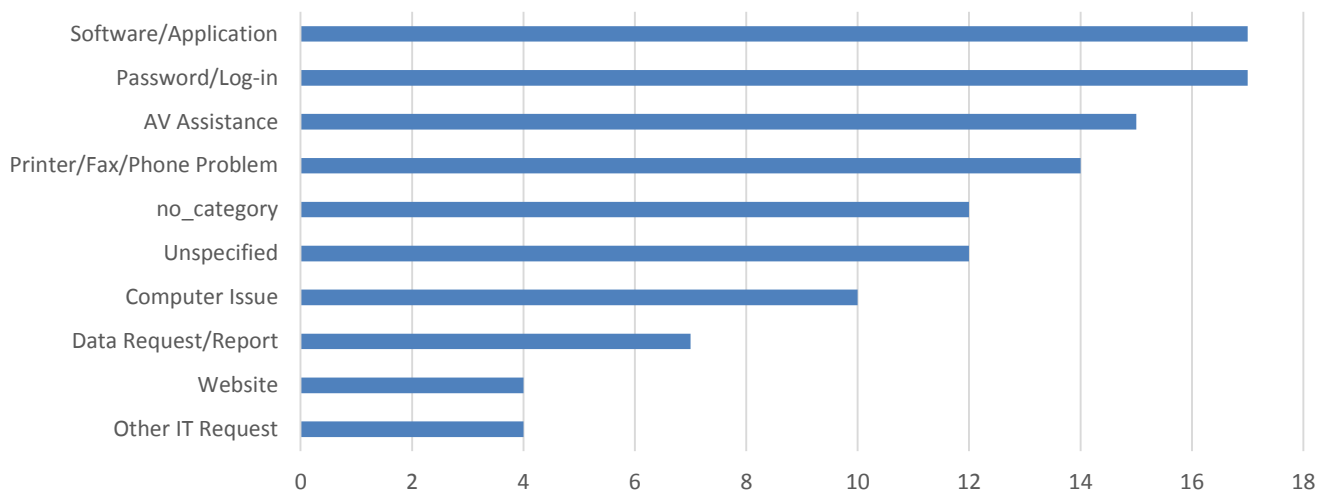
Recruitment Summary

Position	Department	Filing Deadline	Status/Activity
Maintenance Worker I/II	Public Works	Closed	Interviews scheduled for June 24
Summer Recreation Positions	Parks and Recreation	Open Until Filled	Recruitment underway.
Planning Technician	Com Dev	Closed	Interviews to be held the week of June 15.
Firefighter/Paramedic	Fire		Two candidates continuing to background.
Senior Recreation Leader – After School Program	Parks and Rec	Continuous	Application period under way.

Daily Operations:

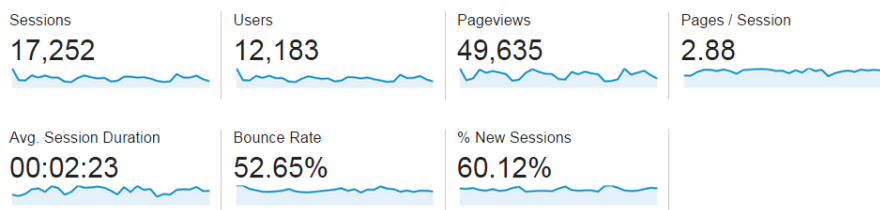
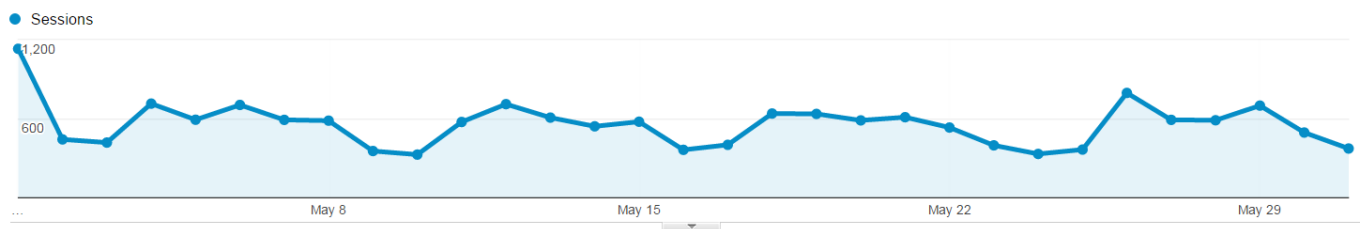
- Service Requests, 112 Help Desk Tickets were received and responded to by IT

Closed Help Desk Tickets By Category

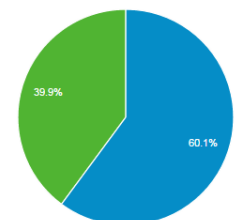


www.belmont.gov:

Activity: May 1, 2015 – May 31, 2015



■ New Visitor ■ Returning Visitor



Major Projects:

- Information Technology Strategic Plan

NexLevel Information Technology provided City staff a draft of the three year Information Technology strategic plan.

- Roaming Profiles

Roaming profiles are created for multiple users that share 1 system. Marisa Martinez, Network Engineer, was responsible for implementing a solution that allowed both a positive user experience and easy to maintain for IT Staff. Marisa's solution has been rolled out to both Fire Stations 14 & 15.

- Tech Refresh – Fire Stations

Fire Stations 14 & 15 are in the middle of a technology refresh. This past month desktop PCs were updated and new high speed cabling was added to Fire Station 15. Next month CAD desktops will be replaced and the phone system at both stations will migrate to the City's Voice over IP solution.

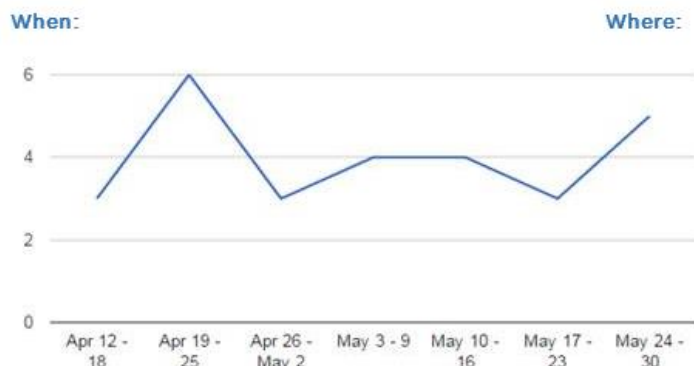
- Video Management System

Vilma Mixco, Business Systems Analyst, assisted with the implementation and training of a new Video Management System. In the coming months the system will be expanded to include the City's Corporation Yard, and Sports Complex

- myBelmont Mobile Application

In April, 2015 Jason Eggers, GIS Coordinator III, oversaw the "soft launch" of a mobile application that allows residence the ability to report issues and learn more about Belmont's City government. Below are "soft launch" results thus far.

Pilot Period: 28 Service Requests, (Past 60 days)



**Parks and Recreation
Monthly Report - May 2015**



DAY CARE	<p>BELMONT COMMUNITY LEARNING CENTER:</p> <p>The Community Learning Center has seventy-five children enrolled.</p> <p>We celebrated Cinco de Mayo with a piñata.</p> <p>On May 6th the children participated in a Cooking Class with Andrea Jones. The children made vegetarian sandwiches and enjoyed them at snack time.</p> <p>Also on May 6th Marsi from the Belmont library read stories to each class.</p> <p>Graduation in conjunction with the PTO's Silent Auction was May 20th. All the classes performed and celebrated "a year of growth". PTO raised over \$2700.00.</p> <p>The next PTO meeting is Tuesday, June 2nd at 6:00 pm.</p>
SENIOR SERVICES	<p>PROGRAMS and EVENTS:</p> <p>~The Twin Pines Shuttle provided 142 one-way trips in May.</p> <p>~ 463 Lunches were served in the Twin Pines Café.</p> <p>~ Volunteers provided 500 hours of dedicated service at the Twin Pines Senior & Community Center in May.</p> <p>~ A May Birthday lunch was held, celebrating everyone born in the month of May. A Mother's Day lunch was also held; each lady received a carnation in honor of Mother's Day.</p> <p>~ May movies were attended by over 340 people, with new DVD releases, foreign films and the classics being shown.</p> <p>~ Senior Day was held on Friday, May 8th. This event was offered in partnership with the San Mateo Daily Journal. Adults from all over the Peninsula attended this event which featured information on various programs and services available in the community from local vendors and non-profit agencies. In addition to the vendor tables, health screenings, refreshments, door prizes and "goodie bags" were popular at this free event.</p> <p>~A Ribbon Cutting Reception was held for The Giving Tree on May 13th. The new Giving Tree recognizes volunteer service and monetary donors at the Twin Pines Senior and Community Center with engraved leaves, acorns and stones. The event was attended by guests and honorees that applauded the cutting of the ribbon for this new recognition program. A representative from Senator Hill's office attended in support of the program and Assemblyman</p>

Parks and Recreation Monthly Report - May 2015



	<p>Mullin's office gave each honoree a certificate of recognition. The Giving Tree is a welcome addition to the Twin Pines Senior and Community Center and will continue to grow in the years to come.</p> <p>~ <i>Pizza With the Police</i> was held on May 29th. Senior citizens and members of the Belmont Police Department came together for conversation, interactive activities and a pizza, salad and dessert lunch. It was a fine example of the connection between City staff and the community.</p>
<p>RECREATION PROGRAMS AND CLASSES</p>	<p>ACTIVENET ONLINE REGISTRATION: The Parks & Recreation Departments online registration program continues to successfully serve its customers. An increasing number of our customers are taking advantage of the convenience of registering online from their home, office or laptop. Online registration generated the following transactions:</p> <ul style="list-style-type: none"> • 822 enrollments were processed during the month of May, generating \$126,853 in recreation program revenue. • 578 (70%) enrollment transactions were successfully processed online. • Processed \$92,929 (73%) in program revenue via online transactions. <p>TEENS: The Belmont Library Teen Center served 390 youth; Barrett Community Center attracted 190 students as drop-ins.</p> <p>V.O.I.C.E.S.: - members finished their year with a service project for the Belmont Library with members cleaning the much loved Imagination Playground. This portable playground is used at community wide outreach events and twice a week as part of library programming. With about 250 children interacting with the playground each month, the V.O.I.C.E.S. deep clean will surely keep the Imagination Playground around for many future opportunities of fun and learning.</p> <p>V.O.I.C.E.S. members celebrated a year of service with a group trip to Great America, and an Appreciation Awards Dinner for members and their families. Students thanked each other for creating a welcoming and fun environment throughout the year and family members enjoyed seeing the students volunteering in a video of project highlights.</p> <p>Each student completed over 30 hours of service to our Belmont Community and areas throughout the peninsula. A V.O.I.C.E.S. member for four years, Carlmont High School Senior, Andrew Wach reflected, "Voices is important to me because it's a positive group of people with the same common interest of improving the community." To watch the video and get more information, visit http://bit.ly/BelmontCATEens. We will see you again for the 2015-2016 school year recruitment in September!</p>

Parks and Recreation Monthly Report - May 2015



	<p>YOUTH: Most youth programs are wrapping up for the spring season.</p> <p>ADULT: 60 +Adults enjoyed active classes and fitness, with Taiko drumming, Tai Chi, Hip Hop Groove and more!</p> <p>EVENTS: Staff assisted with the “Bike to Work Day” event, encouraging riders and giving out goodies to passersby.</p>	
RECREATION FACILITIES	<p>FACILITY RENTALS:</p> <p>Facility Uses:</p> <p>Barrett: 38</p> <p>Complex: 15</p> <p>Cottage: 9</p> <p>Lodge: 17</p> <p>TPSCC: 16</p> <p>Manor: 11</p> <p>Picnic Rentals: 34</p>	<p>Total facility rental revenue:</p> <p>month of May - \$40,986.</p>
MEETINGS	<p>ActiveNet Marketing Webinar</p> <p>Belmont City Council Meetings</p> <p>Belmont Community Learning Center PTO Meeting</p> <p>Belmont Senior Citizen’s Advisory Committee</p> <p>BCLC Staff Meeting</p> <p>City Facilities Team Meeting</p> <p>LCW Training - CA New Paid Sick Leave</p> <p>Parks & Recreation Commission Meeting</p> <p>Recreation Division Staff Meeting</p> <p>San Mateo County Parks and Recreation Directors’ Meeting</p> <p>Youth Engagement Meeting</p>	

Parks Maintenance Activities

Location	Work Performed
Alexander Park	Graffiti removal from cinder block wall
Alexander Park	Replace defective sink valves/shutoff
Barrett Community Center	Replace cracked slide portion in playground
Barrett Community Center	Re-staked multiple trees/remove stakes on healthy trees
Barrett Community Center	Weed whip/prune trees along fence line and playground area
O'Donnell Park	Install new backflow prevention device
Twin Pines Park	Paint parking bumpers bright yellow for visibility
Twin Pines Park	Weld bollards and change locks for uniformity
Twin Pines Park	Prune shrubs/landscape maintenance around Park Office

Parks and Recreation Monthly Report - May 2015



Twin Pines Park	Weed whip/chemical treat weeds in parking lots and along pathways
Twin Pines Park	Clean up from Polish Heritage Festival
Twin Pines Park	Replace worn components on playground swings
Twin Pines Park/Lodge	Spread mulching wood chips
Twin Pines Park/Buckeye Playground	Inspect play structure/tighten loose bolts
Belameda Park/Library	Replace worn components on playground swings
Belameda Park/Library	Graffiti removal in amphitheater and tables
Belmont Sports Complex	Repair broken urinal valve
Belmont Sports Complex	Graffiti removal from cell tower structure

Athletic Field Activities

Location	Work Performed
Nesbit Field	Repair to dugout gate on Field #2
Nesbit Field	Replace third base peg on Field #1
Nesbit Field	Weed whip and chemical treat infields
Ralston Field	Replace defective irrigation valve
Belmont Sports Complex/Marina Field	Repair leaking irrigation pipe along 2 nd base line
Belmont Sports Complex/North Field	Repair/replace two defective irrigation valves
Belmont Sports Complex/North Field	Fill in potholes/divots
Belmont Sports Complex/South Field	Replace defective irrigation valve diaphragm
Belmont Sports Complex/South Field	Rebuild home plate area with clay
Belmont Sports Complex/South Field	Daily field preparation for softball league
Belmont Sports Complex/Marina Field	Repair broken lateral irrigation line
Belmont Sports Complex	Fertilize all three fields
Belmont Sports Complex	Daily softball field preparation
Belmont Sports Complex	Weekly mowing of infields

Medians and R-O-W Activities

Location	Work Performed
El Camino Real/Harbor Blvd.	Repair mainline water leak on median
El Camino Real/Broadway	Replace irrigation valves that were destroyed by car driving on median
Ralston Ave.	Repairs to irrigation system on medians
El Camino Real Corridor	Inventory entire irrigation system for functionality/replace damaged components

**Parks and Recreation
Monthly Report - May 2015**



Open Space Activities

Location	Work Performed
Water Dog Lake Road	Sponsoring CalFire Fire Safe crews with invasive plant/tree and leaf litter removal
Lake Loop/Berry Trail	Construct/install trail markers/signage
Hidden Canyon Park	Weed removal with flail mower/weed whips
Belmont Slough	Weed removal with flail mower/weed whips

Facilities Maintenance Activities

Location	Work Performed
City Hall	Patch roof above Finance
City Hall	Resolve thermostat issue
City Hall	Install keyboard tray
Police Department	Install two power strips to desks
TPS&CC	Mount "volunteer giving tree"
TPS&CC	Patch and repaint wall
TPS&CC	Remove paper towel holder
TPS&CC	Repair partition lock
TPS&CC	Lubricate and repair kitchen windows
TPS&CC	Repair window screen
TPS&CC	Adjust water pressure to sink
TPS&CC	Ansul System test
Manor	Repair leaking toilet
Lodge	Replace faulty faucet
Park Office	Put live electrical wiring in junction boxes
Creekside Studios	Replace T12 lights with T8's
Creekside Studios	Install new light fixture
Creekside Studios	Clean up electrical wiring
Sports Complex	Repair door stop
Sports Complex	Repair thermostat box
Corp Yard	Repair two door locks
Corp Yard	Install three new deadbolts
Fire Station	Repair dishwasher
Fire Station	Replace broken microwave
Barrett Community Center	Repair leaking water fountain
Barrett Learning Center	Replace battery for thermostat
Library	Reprogram fan
Sports Complex	Tighten loose toilet seat
Numerous sites	Rekey all bulletin boards

**PLANNING AND COMMUNITY DEVELOPMENT
MONTHLY COUNCIL REPORT
June 2015**

<i>PROJECT DESCRIPTION</i>	<i>STAFF</i>	<i>CURRENT/FUTURE ACTIONS</i>
Long Range Planning		
<p><u>2035 General Plan Update & Belmont Village Specific Plan</u></p> <p>This project involves a comprehensive update of the Belmont General Plan (GP) and will include a Belmont Village Specific Plan (BVSP).</p> <p><u>GP</u></p> <p>Work plan Task Two was completed at the end of March including:</p> <ul style="list-style-type: none"> ○ Compilation of transportation data, service provider information and first draft “working papers”; ○ Community workshop #2 with an added second session for Ralston High School youth; ○ Newsletter #2 plus a mail-in citywide survey. Citizens returned nearly 1,400 by the deadline - an 11% response rate; survey results expected in Mid-May; ○ 3/24 Joint Council/Planning Commission study session #1. <p><u>BVSP</u></p> <ul style="list-style-type: none"> ○ Authorization to proceed with grant project was approved by Caltrans on schedule; ○ Consultant selection process was completed on schedule; City Council approved a professional services contract with Dyett & Bhatia on 4/28. 	<p>de Melo and Dyett & Bhatia (D&B) - GP Consultants</p>	<p><u>GP key events/actions in May, June & July</u></p> <ul style="list-style-type: none"> • The City’s 2015-2023 Housing Element was adopted and certified by the State of California’s Housing & Community Development (HCD) Department on 5/20. • GP Team hosted a Community Open House at the Belmont Library on 5/21 on the draft “Preferred Plan” and Key Policies (informed by cumulative research, public input sessions and community survey results) – good feedback provided to staff/consultant. • The Planning and Parks & Recreation Commissions held a Preferred Plan study session on 6/2 – good feedback provided to staff/consultant. • Joint City Council/Planning Commission study session #2 for the Preferred Plan targeted for 7/21. <p><u>BVSP Focus – June</u></p> <ul style="list-style-type: none"> • Launch and complete Task One - Project Start-Up & Community Involvement Strategy; • Begin Task Two - Analysis of Opportunities & Refinement of Existing Conditions.

Complex Development Review		
<p><u>Firehouse Square</u></p> <p>The City has entered into an Exclusive Negotiating Agreement (ENA) with Sares-Regis Group of Northern California (SRGNC) to determine if a development plan could be achieved for the City-owned parcels (approximately 1.3 acres in size) in the Firehouse Square Block - located between El Camino Real and Fifth Avenue, and O'Neill and Broadway Avenue.</p>	<p>de Melo Scoles Fil Rennie</p>	<p>Initial Neighborhood Outreach completed. Next steps include submission of development review application and crafting of potential Development Agreement (DA) terms. Exclusive Negotiating Agreement extended for 90 days to September 2015.</p>
<p><u>Autobahn Motors Dealership Expansion – 700 Island Parkway</u></p> <p>Project entails demolition of existing dealership and construction of a new 57K sq. ft. Sales Facility/Showroom building. Some service operations will move to 500 Harbor Boulevard (HIA area) currently leased by Autobahn.</p>	<p>de Melo</p>	<p>Planning Commission and City Council approved Planned Development Amendment and project environmental study in May 2014. Detailed Development Plan, Grading Plan, and Design Review approved by Planning Commission at 10/7/14 meeting. City Council approved Fence/Gate Plan at 10/28 meeting. Building demolition/project construction anticipated in early fall.</p>
<p><u>576-600 El Camino Real – Proposed Mixed-Use (Commercial & Residential) Development</u></p> <p>Project includes construction of a three story mixed-use building – 11,000 square feet of ground floor commercial space and 32 residential condominiums on the 2nd & 3rd floors. An underground garage will serve the residential units and 32 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.</p>	<p>de Melo</p>	<p>Planning Commission conducted public hearings on 9/2 & 9/16 for project entitlements and environmental study and recommended Council approval. City Council approved subject entitlements on 10/14. Design Review, Grading Plan, and CUP to establish Detailed Development Plan (DDP) submitted on 1/12/15.</p> <p>Planning Commission reviewed and approved Detailed Development Plan (DDP) for project on 6/2. Project Grading Plan & Tree Removal Permit anticipated for Planning Commission review in July.</p>

<p><u>490 El Camino Real (at Davey Glen – Proposed Mixed-Use (Commercial & Residential) Development</u></p> <p>Project includes construction of a multi-story mixed-use project – 5,000 square foot stand-alone single story commercial building and a separate four story building with 73 residential condominiums. An underground garage will serve the residential units and 20 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.</p>	<p>de Melo & Contract Planning Firm</p>	<p>Project currently under review by City Departments. Second round of site plan/architectural review completed. Project Environmental Study released for public review on 4/20; review period ended on 5/20; minimal public/agency comments received.</p> <p>PC/CC Public hearings for project targeted for July/August/September timeframe.</p>
<p><u>Crystal Springs Uplands School (CSUS) – 6-8 & 10 Davis Drive</u></p> <p>Project entails construction of new 60,000 sq. ft. middle school to accommodate 240 students. Project includes a classroom building, and all-weather surface athletic field. A gymnasium & covered pool is proposed in a later phase.</p>	<p>DiDonato & de Melo</p>	<p>Council authorized Service Agreement for EIR Environmental Consultant on 10/28. Public hearings for project anticipated in Late Fall 2015.</p>
<p><u>Clear Channel Outdoor (CCO) – Shoreway Road</u></p> <p>Project includes installation of a two-sided digital electronic billboard for the City’s Shoreway Road Pump Station property.</p>	<p>de Melo</p>	<p>Project environmental study released for public review/comment on 12/23/14 – review period ended on 1/22/15; no comments received.</p> <p>CC/PC Public hearings for project anticipated in July & August.</p>
<p><u>Marriott Springhill Suites Hotel – Shoreway Road/Cormorant Drive</u></p> <p>Development Review Application filed in March to construct a new 169-room Marriott Springhill Suites Hotel on the subject vacant 3.39-acre parcel. The</p>	<p>de Melo</p>	<p>Consulting Service Agreement for preparation of project environmental study (Environmental Science Associates) approved on 4/14.</p> <p>Environmental Study preparation underway.</p>

proposed four-story hotel would be approximately 91,465 sq. ft. in size and include meeting room space, food service amenities, an exercise room, and pool. The site improvements also include an entry court, outdoor patio areas, street-level parking, and parking lot/perimeter landscaping.		
Appeals		
<u>AT&T Wireless Facility – Public Right-Of-Way on Notre Dame Avenue /1920 Notre Dame Avenue</u> Appeal filed on 12/23 by AT&T of Planning Commission decision (12/16) of proposed AT&T Wireless Facility Modification Project. City Council Public Hearing conducted on 2/10 – CC overturned PC decision and approved proposed wireless facility modifications in public right-of-way.	de Melo Rose Rennie	Next step is submission of building permits for facility modifications – anticipated by mid-June.
Successor Agency Projects		

Items shown in bold face are new since last month.

Items shown in italics are scheduled for next CC or PC meeting.



**Permit Center
Monthly Council Report
May 2015**

PERMIT ACTIVITY	RESULTS	COMMENTS
Development Review Applications Received	4	Planning Division
Development Review Applications Approved	2	Planning Commission Review
Permit Applications Received	100	Building, Plumbing, Electrical & Mechanical
Permits Approved	98	Inclusive of above
Permits Issued	102	
Inspections Performed	341	Building Division
Revenue Generated	\$192,330.65	Development Services
Department 210		

BELMONT POLICE DEPARTMENT

Monthly Activity Report for May 2015



PERSONNEL

- 1 Recruit Officer in Police Academy scheduled to graduate June 30th.
- 1 Police Officer beginning training in FTO program.
- 1 Police Officer completing training in FTO program.
- 1 new Recruit Officer to start CSM police academy at the end of July.
- Ofc. Kenneth Stenquist is promoted to Police Corporal in July.

OPERATIONS

Arrests 48	Total Incidents 2419	Code Enforcement	Admin Citations 1
Citations 415	Reports Written 206		Warnings 3
			Total Incidents 107

COMMUNITY POLICING

Abandoned Vehicle Report	44 complaints (40 resolved within 96 hours, 4 were not)
Child Safety Seats	Community Service Officers inspected 8 car seats.

ADMINISTRATIVE ACTIVITIES

Chief DeSmidt attended meetings and participated in functions for:		
• SMT Meeting	• San Mateo Co. Fallen Police Officers Memorial	• Dept. of Public Works Open House
• Coffee with Cops	• Notre Dame de Namur Luncheon	• Police Dept. Promotional Exam
• SMCPCSA Meeting	• Menlo Park Police Dept. Swearing-in	• Special Meeting of the Oversight Board to the Successor Agency of the Belmont Redevelopment Agency
• Legislative Committee Conference Call	• Notre Dame de Namur Gala	• Staff Meeting
• Monterey Police Academy Graduation	• Pizza with the Police	
• Gang Task Force Kick-off		
Capt. Halleran attended meetings and participated in functions for:		
• Communication Managers Association Meeting	• WebEOC Working Group Meeting	• Staff Meeting
• Local Hazard Mitigation Plan Meetings	• Belmont CERT Meeting	• SAFE Schools Meeting
• Vehicle Outfitting Meeting	• EMA Board Meeting	• San Mateo Co. Emergency Managers Meeting
• Field Crisis Consultation Committee Meeting	• Police Dept. Promotional Exam	• Field Crisis Consultation Committee Meeting
	• Inner Perspectives Graduation	
	• CIT Graduation	
Capt. Psaila attended meetings and participated in functions for:		
• Monterey Police Academy Graduation	• CHS Mentor Program	• Linkages Meeting
• Police Academy Mid-Term Inspection	• SWAT Search Warrant Service	• Traffic Meeting
• SMCPSO Oral Panel	• County Commanders Meeting	• Staff Meeting
• Leadership Program	• Sergeants Meetings	• Pizza with the Police
• Range Training	• Gang Task Force Kick-off	• Mentoring Meetings
• Police Dept. Promotional Examination	• Wellness Committee Meeting	

TRAINING

NAME	CLASS	DATE(S)
J. Lorenzini	Basic Accident Investigation	May 4-8, 2015
M. Cecchi	Basic Motorcycle	May 4-15, 2015
E. Branch	Financial Crimes	May 4-8, 2015
T. Psaila	Leadership	May 8, 2015
A. Balady	Radar/Lidar Operator	May 11-15, 2015
H. Tran	Public Records Act	May 14-15, 2015
Cecchi, Nimau, Stauffer, Vogel, O'Connor, Fischer	GTF Summer Deployment	May 20, 2015
J. Lorenzini	Inner Perspectives	May 21, 2015
P. Lotti	Glock Armour Course	May 28, 2015

POLICE RESPONSE HIGHLIGHTS

- Night shift patrol officers stopped two men and found that they were in possession of burglary tools and shaved keys, which are used to steal cars. The suspects were arrested and booked into county jail.
- While working collaboratively with the San Mateo County Vehicle Theft Task Force, officers recovered several stolen vehicles, which subsequently lead to the arrests of two separate suspects for stealing cars in and around Belmont.
- Officers arrested a subject in the 300 block of El Camino Real after he attempted to rob the Union 76 Gas station on Old County Rd. and Ralston Ave. using a knife.

Belmont Fire Department



Monthly Activity Report

For

May 2015

Personnel

Retirements: None

Recruitments: Continuing Firefighter recruitment process with our shared services partners.

Promotions: None

Operations

Emergency Response: For the month of May there were 220 requests for assistance as follows:

Incident Type	Total
Fire & Explosion	2
Overpressure/Rupture/Explosion	0
Rescue & Emergency Medical	160
Hazardous Condition	4
Service Call	13
Good Intent Call	26
False Call	15
Total	220

Mutual Aid Received	27
Mutual Aid Extended	26

Community Outreach

Administrative Battalion Chief Kent Thrasher attended meetings and participated in functions related to the following:

SMT Meetings * Fire Command Staff Meeting * Firefighter Candidates Interviews * Redwood City/San Mateo County Leadership Academy Session * Support Staff Meeting * PPE Purchasing Meeting * San Mateo Fire FACT Meeting * Carlmont High School Mentor Breakfast * LEP Hazmat Meeting * FN6 Board Meeting * Labor Management & Contract Negotiations Meetings * EMS JPA Board Meeting * Meeting with Fire Command Staff and City Managers * Meeting with County Health Services representative to discuss equipment for Hazmat Team * Hazmat Team Committee Meetings *

Fire Crews Outreach

Fire Personnel provided the following outreach/education to the community:

CERT Meeting * Hazmat 14 in Memorial Day Parade in Hillsborough * Station 14 Tour for Nesbit Elementary Pre-School Program *

Training

Fire Personnel attended the following training & exercise opportunities:

Ventilation Training * Chlorine Kit Training * Wildland Drill * Hazmat Team Isotope Identifier Training * Hazmat Training for Fire Academy *

Total Department Training Hours for Month	105
Average Training Hours by Shift for Month	35

May Fire Prevention Activities

Activity	Total
Business Annual Inspection/Re-Inspections	4
New Business License Inspections	3
Plan Reviews	6
Site Plan Reviews	3
Fire Inspections/Fire Finals	4
Training/Inspections with Belmont Building Inspector	0



**Engineering Monthly Report
Public Works Department
June 12, 2015**

PUBLIC WORKS SEWER PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Sewer Force Main Evaluation	Bozhena Palatnik	The report is under review.	Finalize report.	This project includes evaluation and condition assessment of the city's existing sewer force mains.
2015 Sewer Rehabilitation Project	Bozhena Palatnik	The project plans and specs have been finalized. The project will be advertised in June.	Bid opening in July.	This is the first project to address our backlog of gravity sewer rehabilitation.
2015 Sewer and Storm Drain Improvement Project	Dalia Manaois	Construction on upper Notre Dame and Cipriani Blvd. is in progress.	Complete construction	In order to minimize delays to the pavement reconstruction work, the sewer and storm drain improvements were removed from the Pavement Reconstruction Project and packaged separately in advance of the pavement work.
Sewer System Management Plan	Bozhena Palatnik	In order to comply with the State Water Board requirements, City staff and selected consultants are updating the plan and its components.	Seek Council approval in August for adoption at the SSMP Meeting.	Sewer System Management Plan is a comprehensive document describing policies and activities the agency is using to manage its wastewater collection system effectively.

PUBLIC WORKS STREET PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Pavement Reconstruction Project	Dalia Manaois	Project has been awarded.	Construction to begin early June.	Project includes \$534k in federal funds and \$150k in Measure A Grant funds for pedestrian and bike improvements.
Old County Road Street Lighting (Phase II)	Gilbert Yau	PG & E is continuing with design. Staff met with PG & E and provided information to finish the design of Phase 1 Project. The limit of Phase 1 is from San Carlos City limit to Masonic Avenue.	Prepare Right-Of-Way Certification. Working with PG &E to complete the design. Notify residents the need for panel conversions. Schedule is to complete underground work by April 2016.	Project to underground overhead utilities along Old County Road utilizing Rule 20A fund. The lack of RDA funding will require other fund sources to construct streetlight related improvements (City funded).
Old County Road Pedestrian/Bike Project	Gilbert Yau	95% plans have been prepared by consultant.	Complete design. Submit environmental studies to Caltrans.	Project scope of work includes installation of new sidewalk to fill in gaps; install ADA compliant driveways and new bike facilities.
Ralston & Highway 101 Landscape project.	Gilbert Yau	Staff met with Redwood City and discussed schedule and budget. Belmont and Redwood City need to reach an agreement on design and construction of improvements.	Project on hold.	Landscaping design will need to be modified based on available budget.
Ralston Avenue Pedestrian Improvement Project	Gilbert Yau	Consultant prepared 65% plans. Caltrans approved environmental documents.	Complete design. Obtain authorization from Caltrans.	Project to install new sidewalk along Ralston Avenue between South Road and NDNU entrance; relocate existing retaining walls.

PUBLIC WORKS STORM PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Hillman Ave & Ruth Ave Street and Storm Drain Improvement	Gilbert Yau	Consultant prepared detailed plans for the detention system at Ruth Avenue. Staff is working with the City of San Mateo to study impact to their downstream facilities.	Complete the design of the detention system and evaluate alternatives to reduce cost. Staff continues to look for grant opportunities to fund improvements.	This is an unfunded project. The total estimated cost for all drainage and road improvement is estimated at \$7.0 million.
Ralston and Mountain View Storm Repair Project	Gilbert Yau	Project advertised. Bid opening to take place on June 02, 2015.	Award contract and start construction.	Project to repair 15” storm line on Ralston Avenue; add new storm lines and catch basin on Mountain View Avenue.

PUBLIC WORKS DEVELOPMENT

PROJECT	STAFF	CURRENT ACTION	NEXT ACTION	COMMENTS
Public Works Permits	Diane Lynn	# of Engineering Permits issued: 24 # of Inspections assigned: 99	Ongoing	

DEPARTMENT OF PUBLIC WORKS

Citizen Requests and Response Time Log May							
Citizen Concern	Total Requests	1 Hour	24 hrs	24hrs- Week	Scheduled	OverTime	Comments
Debris Pick-up	1	1					
Emergency Sewer Calls -after hours	8	8				8	
Emergency Storm Drain Calls-after hours							
Emergency Sewer Pump Station							
Graffiti/Vandalism							
Illicit Discharge							
Public Inquiry	10	7	2		1		
Sewer Repair							
Sewer Lateral/PLCO	15	15					
Sewer Overflow							
Sidewalk/curb and gutter	1				1		
Storm Drain	2	2					
Street Light	3	1	1	1			
Street Maintenance/ Potholes	4	1	1	1	1		
Street Signs	3	1		1	1		
Street Sweeping	1	1					
Traffic Signals	3	1	1	1			
Weeds/ shrubs/trees (within ROW)	1				1		
Storm Related Call							
Recology Calls	5	5					
Total Requests/turn around time	57	43	5	4	5		
Percentage		75%	9%	7%	9%		
Previous Month's Total	73	44	8	0	7		
Previous Month's Percentage		60%	11%	0%	10%		

Public Works Department- Preventative Maintenance

Preventative Maintenance	Total #	Unit
Sewer Line Cleaning Footage	13,865	feet
Storm Line Cleaning Footage	3,748	feet
Sewer Video Inspection Footage	4,899	feet
Storm Drain Video Inspection Footage	1,330	feet
Curb Miles Swept - mileage	54.03	miles
Vehicle Preventative Maintenance	18	vehicles
Vehicle Repairs	21	vehicles